

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 09-40

OPEN TO: All Interested Candidates

POSITION: Information Specialist, FSN-10; FP-5

OPENING DATE: May 21, 2009

CLOSING DATE: June 3, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-5)
*Ordinarily Resident: JD 14,816 p.a. starting salary
(Position Grade: FSN-10)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Information Specialist in the Public Affairs section.

BASIC FUNCTION OF POSITION

The employee serves as a senior specialist to advise the Public Affairs Officer and Information (Press) Officer on planning, programming, and administering country-wide media programs and press events in support of Mission outreach goals. The employee must have a thorough knowledge of Jordanian media to establish and maintain post's effective relationships with print and broadcast media leaders and with working journalists. Acts as primary liaison with both government offices and private media organizations for Mission press events and other public affairs matters. Drafts media strategies to support Mission outreach goals. Summarizes Jordanian media into English on a daily basis. Provides media support for Mission press events and public diplomacy programs. Provides English-Arabic and Arabic-English interpretation on an ad-hoc basis and translates press releases, facts sheets, talking points, and other press-related material in support of Mission press events.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in liberal arts, political science, economics, journalism, or international relations is required.
2. Four years of progressively responsible experience in communications media as journalist, broadcaster, advertising executive, public relations, public affairs, or other positions requiring specialized training in communications media is required.
3. Level 4 (Fluency) in English and Arabic is required.
4. Thorough knowledge of Jordanian media is required, and a basic understanding of government and private sector institutions is required.
5. Must have the ability to develop and maintain high level contacts, advise American officers on trends in media; represent interests of U.S. in official contacts and handle equipment used in media work (TV, internet, recorders etc.) is required. Must have word processing capability to do drafting.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Applications can also be submitted electronically through Ammanemployment@state.gov.

SUBMIT APPLICATION TO

Human Resources Office

Tel: 5906000

Applications can also be submitted electronically through

AmmanEmployment @state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 3, 2009

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.